

## AZEEZ MAHAMMAD محمد عزيز

Business Development, Administration, Facilities Management Professional  
**+08 Years' Experience in State of Qatar - Middle East.**

Work place: **Qatar Airways and Hamad International Airport**  
Sector work for: Facilities Management, Hospitals, Airlines and Airport Management



### Objectives

Dedicated and performance driven administrative professional **with +8 years' experience** who thrives in dynamic, challenging and fast-paced professional environment. Assertive and enthusiastic with commitment to high standards of service, multi-tasking strengths and integrity with organized proactive and problem-solving nature.

### Employment Chronology

→ **BUSINESS DEVELOPMENT OFFICER** DEC 2019 – PRESENT

**Oasis Facilities Management LLC - AL SHIRAWI GROUP OF COMPANY**

(Part of AlShirawi Group of Companies from UAE, Based in Qatar) **Doha, State of Qatar**

**Assisting – Reporting to General Manager at MANAGEMENT OFFICE**

#### Management Responsibilities:

1. Developing and sustaining solid relationships with company stakeholders and customers.
2. Analyzing customer feedback data to determine whether customers are satisfied with company products and services.
3. Recruiting, training, and guiding business development staff.
4. Providing insight into product development and competitive positioning.
5. Analyzing financial data and developing effective strategies to reduce business costs and increase company profits.
6. Conducting market research to identify new business opportunities.
7. Collaborating with company executives to determine the most viable, cost-effective approach to pursue new business opportunities.
8. Meeting with potential investors to present company offerings and negotiate business deals.

#### Project Responsibilities:

1. Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures.
2. Organizing, attending and participating in stakeholder meetings.
3. Documenting and following up on important actions and decisions from meetings.
4. Preparing necessary presentation materials for meetings.
5. Ensuring project deadlines are met.
6. Determining project changes.
7. Providing administrative support as needed.
8. Undertaking project tasks as required.
9. Developing project strategies.
10. Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
11. Assess project risks and issues and provide solutions where applicable.
12. Ensure stakeholder views are managed towards the best solution.
13. Chair and facilitate meetings where appropriate and distribute minutes to all project team members.
14. Create a project management calendar for fulfilling each goal and objective.

### Address

La Martin Building, 4<sup>th</sup> Floor, Flat No 57, New Salata, Next to Doha Sports Stadium Doha, **State of Qatar**. Middle East Region.

### Personal Information

E-mail: Azeezmahammad1@gmail.com

Phone: +974 33672704

Skype: ajjuaazeez2

Age: 29

Gender: Male

Driving license: Yes, Qatar

Marital status: Single

Religion: Muslim – Islam

### Links

<https://www.linkedin.com/in/azeez-mahammad-محمد-عزيز-36b81010b>

### Skills & Competencies

- Time and schedule management
- Proficiency in computer skills - MS Office (Word, Excel, Outlook, Power point, OneNote, Access, ERP and Emails.
- Strong Interpersonal skills
- Excellent communication skills
- Deadline oriented and Team work
- Coordination and effective documentation
- Strong analytical skills, Leadership
- Persistence to obtain desired results
- Professional ethics and willingness to learn more for more effectiveness
- Responsible and committed to the assigned functions and Multi-tasking
- Ability to work under pressure and meet dead line result oriented.

## → PROJECT COORDINATOR

APR 2014 – DEC 2019 (5 YEARS, 7 MONTHS)

**Hamad International Airport-** Facilities Management & Maintenance LLC Company  
(A Joint Venture of Qatar Airways & Ferrovial Services, Spain) – **Doha, State of Qatar**  
**Assisting to Precinct Manager & Soft Services Manager (Project Site)**

### Operations Responsibilities:

1. Reporting to Director of operations and Custodial Managers at operations
2. Overseeing daily operations, ensuring employees productivity, monitoring efficiency of all processes and creating a positive work environment for employees.
3. A regular meeting with the upper management, stay up-to-date with the organizational changes, issues and improvements.
4. Planning, Organizing and Directing team members to ensure the highest degree of guest satisfaction.
5. Assisting the management to create the Department budget and maintain the housekeeping budget, providing billing summaries and expenses for all pre and posts events.
6. **Managing a team of staff. (3500 cleaners, 30 supervisors, 35 engineers and 10 zone managers)**
7. Uphold the highest standards of cleanliness, safety and conduct.
8. Coordinate cleaning operation across lounges and the operational offices of the Catering and Cleaning Team.
9. Actively enforce relevant statutory, company and site H&S compliance together with the monitoring of related equipment.
10. Ensures the proper maintenance of all equipment; makes arrangements for repair and / or replacement used of damaged equipment.
11. Work with management to asses and improve processes and policies.
12. Manage and control the cleaning services to the agreed specification and service standard required by the contract.
13. Recruit, schedule and train all new housekeeping staff members.
14. Purchase, re-order and maintain housekeeping supplies and inventory.
15. Ensuring all operational flows smoothly and to achieve company goals.
16. Ensuring Safety and Security regulations are meet up to standards.
17. To check and address employee's concern's or performance issues as needed.
18. Creating and Implementing a cleaning plan and Scheduling the entire employees shift, HSEQ and QC team to approach for health and safety.

## → ADMIN ASSISTANT

APR 2014 – SEP 2014 (6 MONTHS)

**Qatar Airways Aircraft Maintenance - Hangar**

(A Joint Venture of Qatar Airways & Ferrovial Services, Spain) – **Doha, State of Qatar**

1. Reporting to Operations Manager and Custodial Manager Responsible for the providing a wide range of professional administrative support
2. Have a team of 6 Administrative team and managed multiple tasks
3. Organizing, managing, coordinating, and directing the operations and functions of all Administration personnel.
4. Preparing, reviewing, interpreting, analyzing and approving a variety of data, information and reports, and making recommendations depending on findings Managing Rosters **of 2000 plus staff**, Handling Petty Cash & raising material requisitions
5. Establishing, organizing and supervising the maintenance of department records, ensuring complete accuracy and confidentiality and liaising with internal and external departments and organizing things in time frame.
6. Reviewing applications, managing interviews and short-listing candidates;
7. Leading day-to-day payroll administration & including monthly payroll.

## Areas of Expertise

- Client Relation and Employee Relation
- Customer Service
- Administration Management
- Office & Operations Management
- Executive, VP, VVIP Managerial Support
- Operations and Organizing Resources
- Managing staff /Managing Project
- Hospitality & Facilities Management
- Hospital Administration

## Highlights

Goal Attainment

Focused and task oriented

Confident decision making

Polished communication skills

Handling Issues

Adheres to procedure

Quick in responding to Emails

Multi-task Management

Forecasting and proactive planning

Effective Time management

Risk Mitigation

Coordinating with Qatar government regulatory

Relationship building

Quick learner and Team Building

Ideas to improve effectiveness

## Education

Academic Qualification:

**B.B.A – Business Administration**

Mahatma Gandhi University, India 2010 -2012.

(Officially authenticated by Ministry of Foreign Affairs Qatar)

Diploma:

**P.G.D.C.A** -Post-Graduation Diploma in Computers, Satya Institution from India 2008

## Languages

English: Fluent

Arabic: Basic skills

Hindi: Native

Telugu: Native

→ **ADMINISTRATIVE OFFICE MANAGER** FEB 2013 – JAN 2014

**Apollo Hospitals** – Hyderabad, India.

**Duties**

1. **Managing Staff:** Healthcare Operation Manager supervise and evaluate healthcare facility staff 150 Nos
2. **Ensuring Safety:** To protect patients, managers ensure the confidentiality and integrity of the healthcare facility.
3. **Maintaining Financial Stability:** Responsible for the day to day operations of the facility, must secure the financial stability of the establishment.
4. **Creating Reports:** Creates reports that convey the daily logistics and the long-term impacts of these daily logistics on the healthcare facility.
5. **Preserving Facility Integrity:** To ensure patient satisfaction, cultivates an efficient and safe environment.
6. **Purchasing Equipment:** Healthcare Operation Managers replace failing and outdated equipment and maintain adequate amounts of healthcare supplies.
7. **Collecting Data:** Collect significant data and use the data to improve patient care.
8. **Communicating with Personnel:** By fostering strong communication across medical staff and non-medical staff, managers create an efficient work environment.
9. **Assessing Problems:** Able to make decisions to resolve problems quickly.

→ **FACILITIES COORDINATOR** APR 2012 – JAN 2013

**Apollo Hospitals** – Hyderabad, India.

**Duties**

1. Managed 50 staff, Support Facility site lead on Vendor management, budget, contracts and procurement
2. Perform vendor coordination tasks, tracking and reporting performance, escalation
3. Support Facility site lead to establish process, practice and guidelines consistent with our world-wide offices
4. Utilize the practices and procedures developed to carryout Facility operations
5. Coordinate Property management and Facility management activities for the Hyderabad office
6. All coordination pertaining to the building management team and site service providers
7. Execute all corrective actions as necessary
8. Support Facility site lead for physical security activities
9. Provide constant communication and direction for Technical Physical Security activities
10. Perform activities pertaining to on site safety standards
11. Support major projects and lead minor modification projects, provide operational support to activate new spaces
12. Plan and execute minor projects as per guidance from Facility site lead
13. Actively monitor the help ticket system and coordinate work orders, Timely response and escalation
14. Coordinate work orders for all planned and unplanned maintenance
15. Maintained Hygiene standards, Safety procedures and Strictly followed company policies and procedure.

**Trainings and Certifications**

- Heat stress training – Conducted by Hamad international airport FMM
- Basic Fire Fighting & First Aid + CPR Training from DISS Qatar
- Airport operations, Communication skills, Managing HSE, Safety induction Training from Hamad airport Doha Qatar.
- Health and Airside safety induction Training conducted by Hamad airport Doha Qatar.

**Awards & Achievements**

- 2019-Milestone excellency - 5 Years completion awarded by FMM Management – Hamad Airport project -Doha Qatar.
- 2016-Employee of the month award by FMM Management Hamad Airport project Doha Qatar.

**Additional Information**

- Passport Number: L6000950
- Passport Expiry: 10/11/2023
- **Qatar Id (Residency work permit)**  
**No: 29035615454**  
Expiry: 25/04/2021
- Home Address: Nizamabad District  
Telangana State, India – Post 503001.
- **Salary Expectations:** As per the company budget / Negotiable.

**References**

Will be provided upon the request.

**Declaration**

I hereby certify that the information furnished above is true correct and complete to the best of my knowledge and belief.

**Thank you and Have a nice day!**  
**Azeez Mahammad.**